

# CLEANING WORK PLAN

Date \_\_\_\_\_ Name of Client \_\_\_\_\_

## Weekly Chores

**Start laundry first-make sure you have enough quarters!**

- ☐ Bed linens
- ☐ Dust surfaces, objects, pictures, mirrors, lights and light bulbs
- ☐ Wipe doorknobs, woodwork and telephones
- ☐ Vacuum rugs, floors, upholstered furniture, lampshades
- ☐ Wash floors
- ☐ Bathroom toilet sink, tub, wall tiles, toothbrush holders, fixtures, front of cabinets, mirror and floor
- ☐ Kitchen refrigerator, stove, appliances inside and out, clean sink, counters table tops, backsplashes, floor and garbage cans.

**CLEAN DRY TO WET, IN TO OUT AND TOP TO BOTTOM**

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The Bedroom		Living Room	
	Strip the bed and let it air out		Tidy the room
	Tidy the room		Dust
	Dust		Wipe picture, glass
	Wipe pictures, glass, and mirrors		Wipe light switch, etc.
	Wipe light switch, plates, doorknobs, and doors		Vacuum or dust mop floor
	Vacuum		
	Make the bed		

## Bathroom

- ☐ Tidy the bathroom.
- ☐ Remove throw rugs.
- ☐ Squirt toilet bowl cleaner into the toilet.
- ☐ Sweep or vacuum hair from the counter sink and the floor or wipe w/paper towel.
- ☐ Remove raised toilet seat, shower chair and spray with cleaner.
- ☐ Spray the shower, tub, walls, tile, shower door or curtain.
- ☐ Clean soap dish in the shower.
- ☐ Spray cleaner on the mirror and wipe until dry with a paper towel.
- ☐ Wipe the front of cabinets, door, light switch plates and door knobs.
- ☐ Cabinet or vanity.
- ☐ Clean the sink.
- ☐ Spray off the shower top to bottom and rub with a cloth or nylon scrub pad.
- ☐ Wipe shower down or squeegee and replace soap dish.
- ☐ Pull the shower curtain across so that it can dry off or leave the shower door open.
- ☐ Clean toilet bowl, flush. Put seat up and spray with disinfecting cleaner. Wipe each side of the toilet off. Clean the tank, base, handle and exposed pipe.
- ☐ Clean the toilet paper holder.
- ☐ Wipe towel racks; refold towels and dust pictures and shelves.
- ☐ Sweep the floor.
- ☐ Wash the floor last. Wipe lower walls and baseboards as you do the floor.

## Kitchen

- ☐ Tidy kitchen.
- ☐ If the stove is electric, remove the drip pans, soak in a strong solution of automatic dishwasher detergent in the sink.
- ☐ Check floors, counters, cabinets for spots, spray with cleaner, let soak.
- ☐ Clean off stove top spills.
- ☐ Polish the stove top, knobs with cleaner or window cleaner
- ☐ Scour the drip pans, dry and replace.
- ☐ Refrigerator inside the door along the rubber gasket, outside of the door.
- ☐ Wipe off appliances w/ glass cleaner and paper towels.
- ☐ Wipe off cupboards, doors and doorknobs, light switch plates, table.
- ☐ Clean counter tops, pull things forward, wipe and replace.
- ☐ Wash the window above the sink.

Kitchen continued...

- ☐ Clean the sink, around the opening and the lip around the edge to the sink.
- ☐ Polish the sink.
- ☐ Empty trash.
- ☐ Sweep floor.
- ☐ Scrub kitchen floor, make sure it is dry.

**Other tasks to be done if time allows:**

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**Special Preferences:**

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**Cleaning Products to be used:**

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